



AAPG

Advancing the World of Petroleum Geosciences

AAPG House of Delegates Handbook

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Delegate Job Description and Responsibilities

Delegate Job Description

1. The U.S. Affiliated Society Delegate or the International Region Delegate is an AAPG Member elected by voting AAPG Members in the Affiliated Society or International Region which they represent.
2. Delegates serve for a term of three years. When an Affiliated Society or International Region is eligible for more than one delegate (one delegate for each 70 members) they should serve staggered terms. Any Delegate elected as a House Officer during the last year of that Delegate's term automatically becomes a voting At-Large Member of the House for the term as Officer.
3. All legislative affairs within the scope of the Constitution and Bylaws of AAPG are vested in the House of Delegates. Matters involving the external affairs of AAPG shall be referred to the AAPG Executive Committee. Bylaws are the responsibility of the House and the House must pass constitutional amendments before they are referred to the vote of the membership.
4. Delegates serve as representatives of all AAPG members in a Society area or international Region whether or not the AAPG members are official members of any local or regional organization. Delegates are the appropriate channel through which individual members can bring influence to bear on the affairs of the Association.
5. The Delegate is a member of the AAPG House of Delegates (HoD). The Chairman of the House is elected by its members. The Chairman presides at meetings of the House and serves on the AAPG Executive Committee as a voting member.
6. The Delegate conveys to the Society or Region all important acts of the House and of the Executive Committee. The Delegate reports the reactions and views of members to the House and to the Executive Committee through the Chairman of the House. Thus, each member of the Association is represented in the House and in the Executive Committee by the Delegate.

7. To carry out the duties of a Delegate, the Delegate must be familiar with the Rules and Procedures of the House of Delegates and with the Constitution and Bylaws of the Association. The Delegate should be knowledgeable of the Association's current policies and programs as well as its customs and traditions.
8. Delegates shall actively solicit applications from eligible geoscientists and those in related fields for membership in the Association.
9. Delegates may be asked by the Executive Committee to review applications for Member submitted from their Society or Region area. This request would include directions from the Executive Committee to review an applicant's qualifications, including some or all of the following items: education, professional experience, and/or ethical qualifications. Delegates may also be requested to process Certification applications. When requested to review applications, the Delegate should make appropriate inquiries of knowledgeable persons, which may or may not be the sponsor of the applicant. Delegates should compare opinions with other delegates from the same society and, if possible, get acquainted with each new applicant – thus ensuring a high level of ability and integrity in the membership of our professional organization.
10. The Delegate should be present at each House meeting and vote upon all Association business that comes before the House. If unable to attend, a duly elected Alternate may represent the Society or Region. In case an Alternate is not available, the Society or Region may appoint a substitute Alternate, whose name must be received at AAPG Headquarters 15 days prior to the meeting of the House.
11. In Societies or Regions having more than two Delegates, the Delegates should organize and select a foreman or chairman. Frequent meetings should be held to consider membership applications in order to avoid any delay in processing. The Executive Committee relies heavily on the opinions submitted by Delegates.
12. Meetings of Delegates to discuss Association affairs are encouraged especially prior to the annual convention. Region and Society officials should be invited to attend.

Delegates Acting as Sponsor for Member Applicants

Delegates may act as Sponsor for Member applicants. This is encouraged, especially when applicants are having difficulty identifying a Member who are able to sponsor them due to location or other extenuating circumstance.

Delegates who act as sponsors in this instance should take the initiative to meet, interview and gain insight about an applicant and their qualifications before endorsing the application. This contacts may take place in person or by phone, as appropriate.

Should the applicant request assistance in locating a sponsor, AAPG HQ staff will contact delegate, and/or Section/Region Officers to fulfill this need.

Membership Category Qualifications

Qualifications for AAPG Member:

Applicants for Member must hold at least a bachelor's degree in a geological (or related) science and a minimum of one years experience in the professional practice or teaching of geology. Degree waivers may be granted by the AAPG Executive Committee provided the applicant has attained adequate standing in the profession. See Key Terms section (page 13) for clarification of qualified degrees and experience.

Qualifications for AAPG Emeritus Membership:

Any Member in good standing may contact the Executive Director to request Emeritus status after having reached these milestones:

- age sixty-five (65)
- having been a member of the AAPG for a total of 30 years (regardless of classification), including military service time

Emeritus members pay fifty percent (50%) of Member dues, and are entitled to all privileges and advantages of Member.

Qualifications for AAPG Associate:

Any person not qualified for another class of membership may apply for Associate membership in AAPG. Persons qualified for Member should not apply for Associate classification.

Qualifications for AAPG Student Membership:

Any student majoring in geology or in a field of study related to, or associated with, geology at a college of acceptable academic standards may apply for Student Membership.

Reinstatement of AAPG Member or Associate Membership:

Any person who has resigned or who has forfeited membership for nonpayment of dues may be reinstated by unanimous vote of the Executive Committee. After 10 years or more of absence, an application to reinstate should be filled out and submitted.

Guidelines for Processing Member Applications

Applications for AAPG Member:

When additional information for an applicant is requested by the Executive Committee, Delegates are sent an inquiry sheet (by email or regular post) pertaining to Member and, in some cases, Associate applicants from their respective area. Members that wish to reinstate their membership, who have been out of the Association for at least three years, may require a Delegate's review.

The Executive Committee relies heavily on this confidential information in determining the eligibility of membership. Because of this, each Delegate should be familiar with the review methods:

Processing Guidelines (not all items may be requested for review by Delegate):

- Review the applicant's education and training.

- Review the applicant's experience. This can be first hand knowledge or information obtained from sponsor, supervisors (past or present), colleagues (past or present), associates, etc.

- Ascertain that the applicant is guided by the high standards of honor, integrity and professional ethics required of members. This can be first hand knowledge or information obtained from sponsors, supervisors (past or present), colleagues (past or present), associates, etc. Denying an applicant on ethical grounds must be based on documentable evidence, not hearsay. Unethical behavior should be reported directly to the Executive Director of AAPG.

- After collecting the requested information, provide the Executive Committee with an informed opinion regarding the applicant's:

- education
- work experience (particularly the extent to which that experience involves the application of geology)
- ethical qualifications.

- Complete and return the form (by email or regular post) to AAPG Headquarters within 30 days. Any applications where this additional information has been requested cannot be

finalized without the Delegate's report; thus the need for urgency.

If your Society or Region has appointed a Foreman or Chairman, all such inquiries will be forwarded to that person (by the AAPG staff in Tulsa) for distribution to other Delegates in the Society or Region for screening.

The Delegate's report is one of the most important aspects for the Executive Committee in determining an applicant's eligibility for membership and is greatly appreciated by all involved in the application process. If you have any questions concerning your responsibility, please contact:

Vicki Beighle, Manager
AAPG Member Services Dept.
P.O. Box 979
Tulsa, OK 74101
Email: vbeighle@aapg.org
Phone: 800-364-2274 (US & Canada)
or 1-918-560-2615
Fax: 1-918-560-2694

Applications for DPA Certification:

Certified Delegates and Alternates may also be asked to review applications for membership in the Division of Professional Affairs (Certified Petroleum Geologists, Certified Petroleum Geophysicists and Certified Coal Geologist). When asked, the Delegate should inquire as to the professional and ethical qualifications of the applicant. After reviewing the applicant's record of experience, an evaluation should be returned to:

Norma Briggs
AAPG Divisions Manager
P.O. Box 979, Tulsa, OK 74101
Email: nbriggs@aapg.org
Phone: 800-364-2274 (US & Canada)
or 1-918-560-2613
Fax: 1-918-560-2694

The Board of Certification relies heavily on information the certified Delegate furnishes; therefore, it is important to return the evaluation with detailed description of the requested information. Please outline your review steps and conclusion.

Guidelines for Submitting Electronic “Applicant Delegate” forms after Delegate Review

To access the electronic “Applicant Delegate” form:

In the upper right-hand corner of the application materials, locate the “Delegate Form” button. Click on this button to activate the Delegate Review form.

To complete the “Applicant Delegate” form:

After answering the questions regarding delegate knowledge of and contact with the applicant, Delegates should include a short description summarizing their opinion regarding the application’s qualifications, integrity and professional ethics.

If special consideration is needed, such as a degree waiver, this should be stated and recommended clearly and succinctly. For example, the written recommendation should state that the applicant “should be approved for Member subject to granting a degree waiver by the EC”.

The Delegate will include their e-signature and date before submitting the “Applicant Delegate” form.

Key Terms with Definitions

Member Qualifications

(detailed on page 6, summarized here) -

Geological –or related– science degree (see below)

One year of professional experience (see page 15)

Member Education Qualification -

Degrees which qualify for AAPG Active Membership include:

Geology, Geophysics, Earth Science, Geochemistry, Geological Engineering, Environmental Geoscience, Geological Science, and other similar degrees which include a predominance of geological (or related) study. Bachelors, Masters and Doctorate degrees are all acceptable for Active Membership.

Member vs. Associate -

Any person not qualified for Active or Student Membership may apply for Associate Membership in AAPG. Persons qualified for Active Membership should not apply for Associate Membership.

Degree waivers -

If the degree obtained is in a field other than those outlined under “Member Education Qualification”, then a degree waiver is needed to qualify for Members. Each such applicant should be considered on an individual basis, before recommending a degree waiver to the Executive Committee. Items to be considered for a degree

Waiver are:

- 1) degree obtained
- 2) Employment history
- 3) Type of work performed during career
- 4) Reputation (standing in the profession)
- 5) Other similar criteria

If a degree waiver is recommended by the Delegate, it should be stated clearly and succinctly, as outlined on page 10 of this Handbook.

Delegates acting as Sponsors for Member Applicants

Delegates may act as Sponsors for Member applicants. This encourages, especially when applicants are having difficulty identifying one Member who are able to sponsor them due to location or other extenuating circumstance. Delegates who act as sponsors in this instance should take the initiative to meet, interview and gain insight about an applicant and their qualifications before endorsing the application. This contact may take place in person or by phone, as appropriate.

Ethical Conduct -

Ethical conduct is expected to be practiced by all AAPG Members. Elements of ethical conduct include behavior which:

- 1) adheres to all laws and regulations of government and industry
- 2) complies with all agreements and contracts
- 3) avoid conflicts of interest
- 4) uses honesty and integrity in every situation
- 5) respects the dignity of employers, peers, coworkers and employees
- 6) puts forth an honest effort in the performance of duties
- 7) behaves with other similar standards designed to promote harmony and professionalism in the workplace

Unethical behavior of an applicant or Member must be well documented. Hearsay is not acceptable. Unethical behavior should be reported directly to the AAPG Executive Director, via hand-signed letter.

Problematic Applications -

If other problems arise as application is being processed, it is recommended that the Delegate utilize these resources, as appropriate, to discuss and resolve outstanding issues:

- 1) colleagues and associates of applicant
- 2) fellow Delegates in Society or Region Delegation
- 3) fellow Delegates from other Societies or Regions
- 4) HoD leadership
- 5) sponsor of applicant
- 6) applicant him/herself

Professional Experience -

Professional experience includes:

- 1) full or part-time work
- 2) internships and apprenticeships

The work performed should include, but is not limited to:

- 1) work requiring the application of geologic knowledge
- 2) work completed in support of geoscience principles

A broad acceptance standard is encouraged. Multiple internships, apprenticeships and other stages of employment can be combined to satisfy the one-year experience requirement for Active Membership. Job descriptions that do not meet this standard, and cannot be counted toward Membership include seismic processing, code writing for software development, personnel supervision, project management, and similar non-geologic job functions.

Society and Region recommendations -

For Societies and Regions with more than one Delegate, the recommendation for an application should be shared, discussed and mutually approved before submission to the Executive Committee. This discussion may be accomplished by the most convenient means available: meeting, email, phone, etc.

Standing in the Profession -

Elements which should be taken into account to determine “standing in the profession” include, but are not limited to:

- 1) employment history
- 2) type of work performed during career
- 3) recognition by peers, coworkers, employers, and sponsor
- 4) accomplishments
- 5) other similar criteria

Student Membership -

A class of AAPG Membership available to any student majoring in geology or in a field related to, or associated with, geology at a college or university of acceptable academic standards.

When to contact an applicant directly -

Applicants for AAPG Member should only be contacted when the Delegate is not able to locate the sponsor or other references. In this instance, the applicant may be contacted for the purpose of gaining other references for the Delegate to contact.

When to contact the sponsors listed on an application -

When a Delegate is asked by the Executive Committee to provide additional supporting information, individuals with first hand knowledge or information of the applicant, such as sponsor, supervisors, colleagues, associates, etc. should be contacted.

Voting Affiliation

Applicants for Member, whether applying initially to join and/or for Transfer, will now have the option of indicating their preferred Society or Region affiliation. Regardless of applicant's choice, any file requiring delegate opinion, will continue to be sent to the local or appropriate delegate, based upon applicant's geographic location and/or work history.

While this does not have any impact on delegate review, the information is provided here merely for a reference.